



City of Des Moines, Washington

## JOB DESCRIPTION



### COMBINATION ELECTRICAL/BUILDING INSPECTOR/PLANS EXAMINER

Regular, Full-time

**Salary Grade:** G-22

**FLSA Status:** Overtime Eligible

**Union Status:**

Non-represented

**EEO Category:**

Skilled Craft

#### Nature of Work

Under the general supervision of the Building Official, performs electrical, mechanical, plumbing, and building inspections of commercial and residential buildings; inspects construction sites, installation methods and materials, and construction details of commercial, multifamily and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements.

#### Essential Functions

- Performs on-site inspections of residential and commercial electrical, mechanical, plumbing, and building construction for compliance with approved plans, specifications and applicable local, state, and national codes, regulations and standards governing construction, alteration, and repair of buildings. Reviews plans and specifications in preparation for conducting inspection.
- Receives and reviews plans and specifications to determine code compliance resulting in issuance of permit to construct, alter, repair, move, demolish or replace electrical systems; assists in control, receipt and movement of submitted plans and specifications through the plan review section and outside agencies; verifies that plans and drawings are drawn to scale with sufficient clarity and detail to indicate nature and character of work to determine conformance to technical code requirements concerning main power feed, electrical wiring distributions, transformer size, proper safeguards, sufficient quantity of lighting, minimum number of outlets, proper placement and components; verifying mathematical calculations; interprets codes, ordinances, National Electrical Code (NEC) and regulations using sound professional judgment, noting instances of noncompliance on plans and correction sheet and suggesting modifications to bring plans into compliance; submitting reports detailing items of noncompliance to builder for correction; preparing plan review letters and scheduling follow-up reviews; approving and signing plans meeting code requirements; proposing and implementing studies to improve or update electrical codes.
- Investigates complaints to determine existence of illegal or hazardous conditions in new or existing structures; inform property owners and contractors of violations and unacceptable layouts, materials, and equipment; issues red tags, correction notices, stop work orders and citations as appropriate when construction does not conform to code or approved plans; explains code and design requirements and restrictions, and construction corrections necessary for compliance; assures construction is being performed by licensed contractors under City issued permits.

- Assists and advises the public in matters related to code requirements. Assists contractors, architects, engineers, building owners or tenants, and City staff from other divisions and departments with code or inspection-related questions or problems. Meets and/or corresponds with contractors, engineers, public utilities, and architects to ensure code application is clear, all pre-construction problems are corrected, and ensure project coordination. Prepares and maintains all necessary paperwork and case reports.
- Provides support for Emergency Operations Center during disaster response.
- Develops and administers Electrical Code procedures, policies, and procedures.
- Attends pre-application meetings on behalf of the Building Division.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

### **Necessary Knowledge, Skills, and Abilities**

#### Knowledge of:

- National Electrical Code (NEC), Washington Cities Electrical Code, International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), State and Local Construction Codes.
- Field inspection methods, procedures, and techniques; construction procedures and methods; plan review procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge of specific systems to be inspected.
- Interpersonal skills employing tact, patience, and courtesy.
- Health and safety regulations.

#### Ability to:

- Perform field inspections of facilities under construction or alteration.
- Verify compliance with assigned building codes and City ordinances.
- Operate computer equipment to maintain inspection records and generate notices and other written materials.
- Work and communicate effectively with the public, contractors, developers and co-workers.
- Resolve conflicts in a positive manner.
- Read and interpret codes and plans.
- Work independently with little direct supervision.
- Organize and maintain accurate records.
- Prepare clear and concise correspondence and written materials.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Relate to other people beyond giving and receiving instructions.

## **Education and Experience Requirements**

- Two years of experience in general building construction. Experience as a building inspector or plans examiner at a public agency may be substituted for experience in a general building construction experience on a year for year basis;  
AND, as required by RCW 19.28.321:
  - Four years of experience as a journey-level electrician in the electrical construction trade installing and maintaining electrical wiring and equipment; or
  - Two years of electrical training in a college of electrical engineering of recognized standing and four years continuous practical electrical experience in installation work; or
  - Four years of electrical training in a college of electrical engineering of recognized standing and two years of continuous practical electrical experience in electrical installation work; or

## **Special Requirements**

- Ability to obtain a valid ICC certification as a Combination Building Inspector (electrical, building, mechanical, and plumbing) within two years of employment is preferred.
- Must maintain Master Electrician license through Washington State Labor and Industries
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

## **Working Conditions and Physical Demands**

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally properly lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

## **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified

individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

**General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.